

August 14, 2002

NOTICE OF OPEN POSITION

ENVIRONMENTAL SPECIALIST P2, Step A

The Association of Bay Area Governments is recruiting to develop a selection list for the position of Environmental Specialist (P2, Step A), Job Number 02-120. Position will be filled at Step A. Upon satisfactory completion of six months probation, successful candidate will be promoted to Step B.

SALARY RANGE: \$4,047 – \$4,863/mo., depending on education and experience. Excellent benefits including up to \$100/mo. reimbursement for public transit costs, California Public Employees Retirement System with 7% employee contribution paid by ABAG and full medical benefits.

ASSIGNMENT: This is a one-year grant-funded position. The incumbent would serve as the lead staff support for Delta Science Panels and would be expected to work independently and be capable of keeping track of multiple assignments and projects. The incumbent would perform the following duties under general supervision: organize, communicate and implement scientific reviews and workshops related to aquatic investigations, individual CALFED projects, and multiple CALFED program elements located in the San Francisco Bay-Delta Watershed. The incumbent would organize panels of experts, assist the panel chairs and Lead Scientist define and articulate the review charges, and assist in the publication of the scientific reviews. The incumbent would provide information on the state of scientific knowledge, the status of research currently underway or planned, and information about management questions to the CALFED Science Program staff, review panels, and Science Boards. The incumbent would also facilitate the communication of scientific information between scientists working on questions related to Estuary aquatic resources, and between scientists and CALFED managers and stakeholder groups. **Under supervision of CALFED staff and frequent travel to Sacramento required.**

The incumbent's primary responsibilities would be:

- articulate and communicate each review charge assigned to the Panel;
- assist in identifying, inviting and communicating with qualified experts participating in reviews;
- assist in the conceptual organization of the review process;
- conduct background literature searches on topics of interest;
- coordinate with administrative support staff regarding meeting, travel, and lodging needs;
- serve as record keeper during panel discussions, verify notes, and write summaries;

The incumbent would also work with staff of the science panels and boards of CALFED to:

- articulate and clarify management questions related to specific technical issues;
- communicate the history of debate over management approaches, regulatory decisions, and/or scientific certainty related to specific technical issues;
- communicate information regarding the CALFED Science Program, program reviews, and technical studies to broad scientific audiences in various forums.

Education/

Experience:

A typical way to gain the required knowledge and experience would be:

- 1) BS/BA with significant coursework in environmental sciences, land use planning or public policy. Graduate coursework in any of the above fields desirable.
- 2) Minimum of one year of work experience with public agencies, consultants or environmental organizations is required. Desirable qualifications include multi-tasking, record keeping and excellent oral and written communication skills.

AGENCY APPLICATION & WRITING SAMPLE ARE REQUIRED AND MAY BE OBTAINED AT <http://www.abag.ca.gov/abagapp.html> OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG – H.R. 02-120, 101 8TH STREET, OAKLAND, CA 94607-4756. FOR INFORMATION CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.